

California Commission on Peace Officer Standards and Training

POST TELECOURSE CERTIFICATION CONDITIONS

1. Each agency seeking certification as a POST telecourse presenter shall appoint a Telecourse Coordinator. The Telecourse Coordinator shall read, understand, and follow the certifications conditions before the agency is certified.
2. POST telecourses shall be presented in an environment that provides:
 - o Availability of sufficient work space to permit each student to sit comfortably, review instructional materials and take notes.
 - o Freedom from outside distractions, thereby permitting students to concentrate and view telecourses without interruption.
 - o Televisions/monitors in sufficient size and number, and strategically placed, to allow adequate viewing by all students.
 - o Availability of sufficient heating, air conditioning and lighting.
3. The Telecourse Coordinator, or a person designated by the Coordinator, preferably a supervisor, shall monitor the telecourse presentation. The monitor shall minimally introduce the course, periodically observe the students during the presentation, and collect the roll at the end. Presenters of telecourse training are encouraged to have a subject matter expert on site to answer questions and lead discussion during the telecourse when possible. The Telecourse Coordinator shall be minimally responsible for:
 - o Reviewing the POST provided instructional materials and previewing each telecourse, whenever possible, prior to conducting a telecourse presentation.
 - o Ensuring that trainees attend the entire presentation and that they are properly attentive.
 - o Ensuring that training is presented in a suitable learning environment, as described in Condition #2 above, and addressing any issues related to operation of viewing equipment.
 - o Maintaining attendance records for each telecourse presentation.

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POST TELECOURSE CERTIFICATION CONDITIONS (cont.)

4. For some telecourses, POST will provide one set of POST-developed printed or CD-ROM instructional materials (reference guides) via direct mail to all certified telecourse presenters. Although use of the POST-developed printed instructional materials is optional, agencies are encouraged to make sufficient copies for each trainee's individual use.
5. All telecourses are formatted into 15-20 minute segments and will be shown in their entirety and may not be edited in any manner. To receive Continuing Professional Training credit (CPT) for viewing a telecourse, trainees must view the telecourse in the manner in which it was intended for presentation.
6. At the end of each calendar quarter (i.e., September 30, December 31, March 31, and June 30), Telecourse presenters shall submit a Course Roster (POST 2-111) (Rev. 7/93) reporting all telecourses attended by trainees during the quarter. Presenters shall report the module number each student viewed in block "M.", the comment column (Attachment "D").
7. POST telecourse presenters agree to assist POST, upon request, in evaluating the effectiveness of the POST telecourse.
8. Award of Continuing Professional Training credit is solely limited to use of POST specified telecourses. CPT credit will not be awarded for viewing the same telecourse more than once.
9. POST reimbursement for travel and per diem expenses will not be provided for completion of POST-certified telecourses.
10. Training facilities, telecourse presentations, training records and adherence to these certification conditions are subject to review by POST. Failure to comply with these conditions may result in loss of all Continuing Professional Training credits accumulated by personnel who have attended telecourse presentations.
11. The POST Instructor Resume Form (POST 2-112) must be submitted to POST whenever there is a change in Telecourse Coordinator.